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**DEFENSE
HANDBOOK**



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RURAL ELECTRIFICATION ADMINISTRATION

UNITED STATES DEPARTMENT OF AGRICULTURE

PURPOSE AND USE OF REA DEFENSE HANDBOOK

This REA Defense Handbook is designed to keep REA electrification borrowers informed of the emergency defense regulations and controls that affect them. Chapter VIII is applicable only to telephone borrowers. It is included because of the activity and interest of many electrification borrowers in the telephone program.

The Handbook is in Chapters and Sections. It will be kept current by providing you from time to time with new pages revising obsolete material and adding new material. Any Section in which there is a change will be replaced with a complete revised Section. This should facilitate keeping your copy of the Handbook current. We recommend that each borrower establish the Handbook in a loose-leaf binder and that responsibility be assigned for inserting new material as received. The obsolete sections should be removed from the Handbook, but maintained in the borrower's permanent files.

Each transmittal of new or replacement material will be accompanied by a letter explaining the principal changes being made.

The Handbook is accompanied by an index to Chapters and Sections. The index shows the latest date of issue of each Section.

As you receive new or revised sections, the date in this column should be changed appropriately. As frequently as necessary, REA will issue a revised master index.

All information of long-range effect and value for electrification borrowers in connection with the defense program will be included in the Defense Handbook. When defense informational material of only temporary use (such as quarterly materials allotments for the overall program and requests for quarterly reports of materials received, used and on hand) is issued to borrowers, it will be transmitted in Defense letters. These should be kept with the Handbook in the borrower's office, but will not be part of it.

Purpose and Use of REA Defense Handbook (cont.)

Initially, one copy of the Defense Handbook will be sent to each electrification borrower office. Requests for additional copies should be addressed to the Information Services Division of REA. Any questions concerning the content of the Handbook should be addressed to your Section Engineer or to the Power Division of REA.

Every NPA regulation directly affecting electrification borrowers will be dealt with in the Defense Handbook. It is impracticable for REA to undertake to distribute to borrowers the complete text of the various NPA orders. Any borrower wishing to receive such material should write to the nearest Commerce Department field office (see list in Appendix B) and ask to be placed on its mailing list.

REA DEFENSE HANDBOOK

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CHAPTER III - REA Borrowers' Headquarters Buildings	Not yet issued; use Defense Bulletin No.26
CHAPTER IV - Materials for Farmstead Wiring and Plumbing	Not yet issued; use Defense Bulletins Nos. 23 and 31.
CHAPTER V - Credit Controls Under Regulation W	Not yet issued; use Defense Bulletin No.24
CHAPTER VI - Price Controls	Not yet issued; use Defense Bulletin No.11
CHAPTER VII - Wage Controls	Not yet issued; use Defense Bulletin No.14
CHAPTER VIII - Rural Telephone Program	Not yet issued.
CHAPTER IX - Miscellaneous	
Sec. 1 - Agricultural Mobilization Committees	Not yet issued.
Sec. 2 - Scrap	Not yet issued.

HOW THE DEFENSE PRODUCTION PROGRAM FUNCTIONS

Issued 2/1/52

The defense production program is authorized in the Defense Production Act of 1950, which became effective September 8, 1950. The stated purpose of the Act is to enable the United States to develop and maintain the military and economic strength needed to promote peace.

The phase of the defense production program which concerns REA borrowers most directly is the Controlled Materials Plan (CMP), which applies to virtually all of the Nation's industrial production and construction.

The basic idea of CMP is that the Government determines as precisely as possible the Nation's production of essential industrial materials and channels these materials, on the basis of relative importance and criticalness of specified programs, into

1. Defense production.
2. Essential defense-supporting industries.
3. Normal civilian production of consumer goods, to the extent that the supply permits.

The general policies of CMP are determined by the Office of Defense Mobilization (ODM), which also directs other defense programs, such as wage and price controls. The Defense Production Administration (DPA) is the agency which determines the distribution of basic materials among the various branches of industry. The National Production Authority (NPA) is the operating agency for CMP, devising and administering the regulations and orders that govern it. In addition, certain Federal agencies have the responsibility of assembling and submitting the requirements of various industries and apportioning to them the materials made available. These are known as claimant agencies.

The electric industry is recognized under CMP as an essential defense-supporting activity. Its operations for purposes of materials control are governed chiefly by NPA Order M-50. The claimant agency for the electric industry is the Defense Electric Power Administration (DEPA) of the Department of the Interior.

Introduction (cont.)

In the case of REA borrowers, NPA Order M-50 is supplemented by a memorandum of agreement between the Secretaries of Agriculture and the Interior, dated April 14, 1951. Pursuant to this memorandum, the functions of DEPA under Order M-50 have been delegated to REA, insofar as the REA electrification borrowers are concerned. The program that has developed under this delegation is known as the REA Pooling Arrangement.

Under this arrangement, borrowers submit to REA statements of their construction schedules and needs for aluminum, copper and steel. After reviewing these requirements, REA submits a total claim for materials for all its borrowers to DEPA. These are submitted to DPA along with the claim of the other electric utilities. DPA then allots materials for total utility construction as the supply permits. DEPA assigns to the REA program the same proportion of these materials as REA's requirements were of the total amount claimed for the whole utility industry. REA distributes this allotment among individual borrowers and authorizes them to proceed with construction and use the necessary CMP procedures in ordering their materials.

Detailed operations of this plan are dealt with in Chapter I of this Handbook. Other chapters are concerned with other phases of defense regulations that affect borrowers.

CHAPTER 1

NPA ORDER M-50

GENERAL DEFINITIONS

Issued 2/1/52

- (a) "Plant addition" means the construction or installation of new facilities or the replacement of existing facilities with facilities of greater capacity. Single plant additions may not be combined or subdivided for purposes of affecting their classification as "major plant additions," as defined in this section. To assist in determining whether particular construction constitutes one, or more than one, plant addition, it shall be considered that a single plant addition consists of:
- (1) Any construction of related facilities, excluding maintenance and repair work, which is completed during a continuous period of construction, not interrupted by periods of time such as months or years, except where such interruption is caused by uncontrollable forces, such as adverse weather conditions.
 - (2) In the case of line construction, a single continuous integrated system of lines, with necessary connected substations. (Thus, several new sections of line constructed at different points on a borrower's system would be several plant additions, not one plant addition.)
- (b) "Major plant addition" means any plant addition which involves one or more of the following:
- (1) Line construction designed for operation at more than 15 kv where the plant addition requires more than 10,000 pounds gross weight of conductor; or
 - (2) Line construction designed for operation at 15 kv or less where the plant addition has a net material cost exceeding \$50,000; or

Chapter I, Section 1 (cont.)

- (3) Non-line construction necessary for the generation, transmission, and distribution of electric power, where the plant addition has a net material cost over \$50,000, excluding construction of facilities for use as a garage, warehouse, operating headquarters, office building, administrative building, or other similar use, unless such facilities are essential for the generation, transmission, and distribution of electric power.
- (c) "Approved major plant addition" means any major plant addition for which an authorized construction schedule has been established by REA.
- (d) "Minor requirements" means borrowers' requirements of controlled materials and other materials for all purposes (including MRO) except major plant additions, and except construction of facilities for use as a garage, warehouse, office building, administrative building, or other similar use, unless such facilities are essential for the generation, transmission, and distribution of electric power. (Thus, borrowers' headquarters buildings are not included in minor requirements.)
- (e) "Authorized construction schedule" for both major plant additions and minor requirements means a specific construction program for which the borrower has received formal authorization from REA in connection with the materials control program.
- (f) "Gross weight of conductor" means, in the case of overhead lines, the weight of conductor as installed, including steel content in the case of conductor containing steel and also the weight of covering on covered wire, without deduction for material salvaged; and in the case of underground lines (including submarine cable) the copper and aluminum content only, without deduction for material salvaged.

Note. Gross weight of conductor is used for determining what is a major plant addition in (b) (1) above. In determining controlled material requirements and charging off use of allotment symbols and CMP ratings, the aluminum content of ACSR and the copper content of Copperweld is used.

Chapter I, Section 1 (cont.)

- (g) "Net material cost" means the cost of all material incorporated in plant, less the cost of all material removed from plant, priced in accordance with borrowers' regular accounting practice.
- (h) "Maintenance" means the continuation of any plant, facility, or equipment in sound working condition; and "repair" means the restoration of any plant, facility, or equipment to sound working condition when it has been rendered unsafe or unfit for service by wear and tear, damage, failure of parts, or the like. "Maintenance" and "repair" include the replacement of any equipment regardless of its accounting classification, but neither "maintenance" nor "repair" includes the improvement of any plant, facility, or equipment, or the replacement of material which is in sound working condition with material of a better kind, quality, design, or greater capacity.
- (i) "Operating supplies" means material, other than fuel, which is consumed in the course of borrowers' operations, except in maintenance, repair, and plant additions.
- (j) "Inventory" of any item of material means new or salvaged material in the possession of a borrower unless physically incorporated in plant, without regard to its accounting classification, excluding, however:
- (1) Any material specifically set aside on April 1, 1951, for use in time of emergency, and replacement thereof; and
 - (2) Any material set aside on July 17, 1951, or thereafter, for use in an approved major plant addition. Any material set aside for use in any such major plant addition shall be returned to inventory as soon as it becomes apparent that such material will not be used in such major plant addition.
- (k) "Practicable minimum working inventory" means the smallest quantity of material from which a borrower can reasonably supply its services on the basis of its currently scheduled method and rate of operation. In the absence of unusual circumstances, if the ratio of a borrower's inventory to its currently scheduled

Chapter I, Section 1 (cont.)

operations is substantially greater than the ratio which it found necessary to maintain between inventory and operations during the recent past, its inventory will be considered excessive.

- (1) "Permissible inventory" of any item of material means the quantity of such material which is necessary for use in supplying electric service on the basis of a borrower's scheduled method and rate of operation pursuant to NPA Order M-50 during the succeeding 90-day period, or a practicable minimum working inventory, whichever is less. (For details on the application of this definition, see the Section on Inventory.)

MATERIALS AND PRODUCTS DEFINITIONS

Issued 2/1/52

- (a) "Controlled material" means domestic and imported aluminum, copper and steel in the forms and shapes listed in Schedule I of CMP Regulation 1, whether new, remelted, rerolled or redrawn, including used and second quality materials, shearings, and materials sorted or salvaged from scrap which are sold for other than remelting, rerolling or redrawing purposes. The controlled materials most commonly used by borrowers are:

(1) Aluminum:

Aluminum conductor, solid or stranded, both bare and covered; ACSR cable; aluminum busbar; aluminum structural shapes.

(2) Copper:

Copper wire mill products -- solid, stranded and composite copper conductors and cables, both bare and covered, for electrical conduction.

Copper brass mill products -- copper and copper-base alloy bar, rod, shapes, wire (except electrical), sheet, pipe and seamless tubing.

NOTE: Allotments of the above materials are made on the basis of net weight of aluminum or copper, excluding the weight of steel in composite conductors and the weight of covering in covered wire. You should convert to this net content basis in computing requirements and in accounting for aluminum and copper controlled materials. See Table 3 at the end of this Chapter, for factors to use in converting various types and sizes of wire and cable to net content of aluminum or copper.

(3) Carbon steel:

Plate: Universal, sheared and continuous strip:

0.180 in. or thicker, over 48" wide.

0.230 in. or thicker, over 6" wide.

or

7.53 lb. per square foot or heavier, over 48" wide.

9.62 lb. per square foot or heavier, over 6" wide.

Chapter I, Section 2 (cont.)

Heavy structural shapes and piling.

Heavy Structural Steel is defined as: "those rolled flanged sections having at least one dimension of their cross-section three inches or greater, commonly referred to as angles, channels, beams and wide flanged sections." This means that any standard rolled section, from a 3 x 2 $\frac{1}{2}$ -inch angle, 3-inch "I" beam, or 3-inch channel up, are structural shapes.

Other mill forms and products, including light structural shapes and rod; reinforcing bar; and guy and static wire.

- (4) Stainless steel containing 1% or more of nickel.
- (5) Alloy steel.
- (b) "Other than controlled materials" means all materials not classed as controlled materials. This category includes:
 - (1) Class B products -- specifically listed in NPA's "Product Assignment Directory and Official CMP Class B Product List," which may be obtained from NPA for a nominal charge. Among the Class B products most commonly used by borrowers are: Pole line hardware, conductor accessories including armor rods, unit or package type substations, transformers, meters, regulators, switches, generators, and substation fence.
 - (2) Class A products -- products other than Class B products which contain controlled materials and are fabricated beyond the forms and shapes of the category "controlled materials." Among the Class A products most commonly used by borrowers are: Steel towers, structural shapes, both steel and aluminum, used in specially designed substations (excluding unit or package substations).

Chapter I, Section 2 (cont.)

- (3) Unclassified products -- all other products not in the categories of "controlled materials" or Class A products or Class B products. Among the unclassified products most commonly used by borrowers are poles and all porcelain insulators.

The classification of products is frequently subject to interpretation and change, particularly in borderline cases. For example, it is difficult to make a general statement that will indicate whether a particular sub-station is considered to be of the package-type (Class B product) or is considered a Class A product. That may depend on the manufacturer's practice or on the purchaser's specifications. If any doubt exists, a check should be made with the supplier.

(For a more complete listing of Class A and B products used by electric utilities, see Table 4 at end of this Chapter.)

MAJOR PLANT ADDITIONS

Issued 2/1/52

Each major plant addition (as defined in Section 1) of an REA borrower must be approved individually by REA, just as individual major plant additions of other utilities are approved by DEPA.

Consequently REA, like DEPA, must receive detailed information about each major plant addition, including controlled materials requirements by type and by quarters and Class A, Class B and unclassified product requirements, together with supporting engineering data. This information must be up-to-date at all times as a basis both for REA's assembling of the materials requirements of its borrower and for the allotment of controlled materials to individual borrowers.

To obtain approval of a major plant addition, an REA borrower submits an application to REA on Form ADM-128, "REA Borrower's Major Plant Addition -- Application for Authority to Construct, for Allotment of Controlled Materials, and for DO Ratings." This is substantially the same as form DEPA-9 used by the rest of the electric utility industry, except that it uses REA terminology and reduces the amount of work which would otherwise be required of borrowers.

Form ADM-128 should be filed with REA as soon as a major plant addition is contemplated or planned, in case the project will require delivery of controlled materials within two years of that time. Amendments should be submitted whenever the schedule of controlled materials requirements changes as to amount and time of required delivery.

A sample copy of Form ADM-128 and instructions for its use are attached to this section. For an initial submission, all four pages of the form are required. The first sheet (pages 1 and 2) suffices for submitting amendments of an application previously filed. As a means of simplifying the application, supporting information which is already on file in REA need not be repeated but may be included in the application by reference.

REA Form ADM-128 and instructions make reference to a form DEPA-5, used in connection with heavy power equipment. This special phase of the controlled materials program is dealt with in Chapter II of this Handbook.

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL ELECTRIFICATION ADMINISTRATION

NOVEMBER 1951

INSTRUCTIONS FOR FORM ADM-128

GENERAL INSTRUCTIONS

Use of Form ADM-128

Form ADM-128 supersedes Forms DPA-2, DPA-3, and DEPA-3S, and must be filed by REA borrowers in order for them to obtain authority to construct "major plant additions," (see Definitions), and in order to obtain CMP allotments of controlled materials and ratings to purchase materials and products other than controlled materials for such "major plant additions", even though these DPA forms had been previously submitted.

When to file

Form ADM-128 should be submitted as soon as sufficient information about the project is known. It must be filed as an amendment whenever the scope or schedule of the project changes. It is desirable that applications for substantial amounts of controlled materials be filed at least six months before the desired quarter of material allotment so that these requirements can be considered in the preparation of total REA requirements presented to DEPA. It is to the advantage of both the borrowers and REA to have *all* requirements for controlled material allotments on file at least three months before the quarter in which first shipment must be made. Please note that space has been provided on ADM-128 to indicate whether or not a loan has been made for the construction. Form ADM-128 should be filed even though a loan has not been made. Actual allotments of material cannot be made, however, until a loan has been granted.

REA *will not* allocate controlled material without having an appropriate Form ADM-128 and will not allocate quantities in excess of those shown on Form ADM-128. If controlled material requirements change in any way, either increase, decrease, or shift from one quarter to another, the change must be shown on sheet one of Form ADM-128. This new information must be submitted to REA on Form ADM-128 although you may have presented the information by telephone or telegram.

Where to file and number of copies

File two copies of ADM-128 for each major plant addition with either the Engineering or Power Division,

Rural Electrification Administration, Department of Agriculture, Washington 25, D. C., with two copies of attached material and exhibits. Retain for your files one copy of all data submitted. You will receive notice of the identification number assigned to each submission immediately upon receipt by REA.

What constitutes a single major plant addition

Order M-50 establishes the limits of what should be considered a single major plant addition (see Definitions). A separate filing of Form ADM-128 must be submitted for *each* major plant addition. Also, a separate filing of Form ADM-128 should be submitted for the generating plant part of any major plant addition separate from the transmission lines connecting the generating plant. For this purpose it should be considered that a generating plant includes transformation and switching facilities at the generating plant.

Where to obtain copies of Form ADM-128

Copies of this form may be obtained from Rural Electrification Administration, Department of Agriculture, Washington 25, D. C.

How approval will be made

If the application is approved, you will receive notice on Form ADM-125B which will contain any necessary authorization to construct, allotments of controlled materials, and ratings to purchase other materials and products. If allotments of controlled materials are made, you will also receive carbon copies of Form ADM-125B which must be filled out and returned within a specified period indicating what disposition has been made of the allotments.

Other instructions

In addition to these instructions and those on the form, the borrowers should be familiar with the various Defense Bulletins or similar information which has been issued by REA.

SPECIFIC INSTRUCTIONS

Item 1. *Project Designation*

If the scope of the major plant addition is covered by two or more loans this should be shown, such as, Colorado 45 K & L Jones. Also, the scope should cover the entire major plant addition although part of it may be already completed. An example of this would be a large transmission project which was started in late 1950 and which is not yet complete.

Item 2. *Self-explanatory*

Item 3. *Self-explanatory*

Item 4. *Self-explanatory*

Item 5. *Date of last submission*

Indicate the date of the last ADM-128 which was submitted for the particular major plant addition for which this is a supplementary submission.

Item 6. *Self-explanatory*

Item 7. *Construction schedule (Description of Construction)*

This is a brief description of the major plant addition (not a time schedule), for example: "217 miles of 7.2/12.5 kv lines in the K and L sections and related substations at Jonesville and Hackton" or "30,000 kw steam plant at Smithville" or "98 miles of 154 kv line and 175 miles of 69 kv line and related substations at Ripley, Decatur, Arcadia and Edison." Upon approval by Form ADM-125B this will become your "authorized construction schedule" (See Definitions).

Item 8. *Controlled Materials Requirements*

Show amounts of controlled materials which must be shipped by suppliers each quarter to (a) your fabricators of class A products, (b) your construction contractors, and (c) you, in order to meet your time schedule for the project. Allotments should not be requested for quarters earlier than absolutely necessary to complete the construction when needed. Do not include amounts of controlled materials which are available in excess inventory. Do not include the controlled materials contained in any class B product. In the case of class A products, state the weight of controlled materials required by the manufacturer and not the gross weight of the class A products.

Please note carefully that the amounts stated in Item 8 for all filings, whether initial, resubmission, or amendment should be the total amounts of controlled materials required to be purchased from mills or other suppliers each quarter for the project, even though part or all of the amounts required may have been previously applied for or allotted by REA. The one qualification to this is that it is not necessary on

amendments to restate requirements for quarters which, at the time of filing the amendment, are past quarters, i.e., have already ended on the calendar. In filing amendments, mark with an asterisk (*) each quantity in Item 8 which differs in amount or quarter from the most recent previous filing.

The following are illustrative cases:

1. The initial filing asked for 100 tons of structural steel for the first quarter of 1952 and 100 tons for the second quarter of 1952 and no allotment has yet been made by REA. It is now desired to reduce the request for the second quarter by 25 tons and add this amount to the requirements for the first quarter. The amendment should show the revised request as follows:

1st Quarter 1952	125 tons*
2nd Quarter 1952	75 tons*

Mark both quantities with an asterisk (*).

2. The same requirements have been submitted as in case 1 and REA has already issued the full allotments requested for both quarters. It is desired to make the same changes as in case 1. The amendment should be filed exactly as shown in case 1. In addition, the applicant should make a return of 25 tons for the second quarter 1952 on a carbon copy of Form ADM-125B.

Controlled materials requirements should be submitted for the life of the project to the extent that they are known or can be estimated. If these requirements extend beyond the last quarter printed on the form, requirements for later quarters should be submitted on attached sheets, duplicating the Item 8 portion of the form to the extent practicable.

Please note carefully the requested units of measure for stating material requirements in Item 8. Carbon steel and alloy steel must be stated in tons to the first decimal. Stainless steel is in pounds. Copper and copper-base alloys, and aluminum are to be stated in net pounds. (Do not include weight of steel content of bi-metallic conductor.)

Item 9. *Planned construction dates*

If the project has more than one major component, show starting and completion dates for each component separately. For example, if the project involves a transmission line and its terminal substation, show starting and completion dates for the line and each substation separately. For generating units, show starting and completion dates separately for each unit. Completion date should be that date on which the item is useable, not necessarily the date when clean-up work and nonoperating details are finished.

Item 10. *Estimated costs*

"Gross material cost" is the total cost of all material to be incorporated in the plant addition.

"Total cost" includes the gross material cost plus the labor and other costs. "Net material cost" means the cost of all material incorporated in plant less the cost of all material removed from plant, priced in accordance with the borrower's regular accounting practice.

Item 11. Controlled materials and class A products

List here all controlled materials and class A products to be used in the job. Include items for which controlled materials allotments are applied for in Item 8 as well as items which can be taken from stock.

Show item in terms of their ultimate use (e.g., "Busbar") rather than in terms of their controlled materials classification (e.g., "copper and copper-base alloy brass mill products). If an allotment requirement for an item has been shown in Item 8, identify in column (g) of Item 11 the CMP code for the required controlled material, as shown in the first column of Item 8. For example, an allotment request for "Substation steel structures," which require quantities of structural shapes (heavy) and other carbon steel shapes and forms, would involve the entry of the following CMP codes in column (g): 14, and 17.

In column (f) state the quarter in which delivery of the item described in column (a) is required by the borrower or its contractor. For class A products, this may be later than the requested quarter of allotment in Item 8. Use separate lines for otherwise identical items if different delivery quarters must be stated in column (f). Minor items may be grouped, for example, "miscellaneous control cables" for a substation.

Item 12. Other items required for project

In this item should be listed significant class B products and non-controlled materials the value of which, together with the value of items listed in Item 11, will equal at least 80 per cent of the gross materials cost of the project.

The following must be included:

Type the heading "Items submitted on Form DEPA-5" at the top of the page and list those items thereunder

for which DEPA-5 submissions are required. Spare items among this group must be designated as "spare." If Form DEPA-5 has not been filed with REA it should be submitted immediately in triplicate. PLEASE NOTE THAT DEPA-5 IS TO BE FILED WITH REA. If the form has previously been filed but changes in delivery dates have been made, please file a revised DEPA-5 in triplicate showing the new dates.

In general, the listing for Item 12, without enumerating every nut and bolt going into the construction, should be in sufficient detail to leave no doubt as to the scope, type, and general makeup of the construction.

The required delivery date to be stated in column (f) of Item 12 should be the month and year when the item must be shipped to the project.

Item 13. Summary of transmission line characteristics

List each segment of line construction which differs significantly from others in the characteristics shown. Give line length to the nearest 0.1 mile. The voltage shown should be the design voltage, which may not necessarily be the operating voltage. Operation at a lower voltage would be described in Item 16. "Type of conductor" means whether it is copper, ACSR, copperweld, etc. List shield wire on a separate line of the form beneath its associated transmission line, showing only length and wire type, size and number. The column headed, "Number" means number of conductors, not the wire size number.

Item 14. Summary of substation characteristics

Show information separately for each substation involved in the project. Voltages shown should be for both incoming and outgoing lines (e.g., 69/7.2kv). KVA should be shown as 3 - 1000 kva, etc.

Item 15. List of other major plant additions for which ADM-128 has been or is being submitted

List all major plant additions, both those approved by REA and those for which an application is now being prepared, which are affected by or related to the major plant addition covered by the current application.

SPECIAL INSTRUCTIONS

Applications for ratings only

It may be desirable to obtain authority to apply DO-H-3 ratings to orders for class B products such as unit substations and turbo generators, which require a long lead time, before other details of the project have been worked out. If such class B products are being ordered for use in a specific project, the borrower should state in the sections of Form ADM-128 for which information is not available the following:

"Information to be submitted at a later date." However, in answer to Item 16, as much detail should be supplied as is available concerning the need for the class B products for which the rating authority is requested.

Filing of amendments

If the amendment changes the scope or details of the major plant addition, a complete new Form ADM-128

must be submitted. If the amendment merely amends controlled material requirements, it is necessary to fill out only Items 1 through 11, and submit only first sheet of the Form ADM-128, containing pages 1 and 2. Item 11 should be filled out to the extent that any of the information required differs from the

most recent previous filing. Completely restate in Item 8 the amounts of controlled materials required for each quarter, beginning with the current quarter, even though part of the requirements may already have been reported by the applicant or allotted by REA. See Specific Instructions, above, for Item 8.

DEFINITIONS

Plant Addition:

"Plant addition" means the construction or installation of new facilities or the replacement of existing facilities with facilities of greater capacity. Single plant additions may not be combined or subdivided for purposes of affecting their classification as "major plant additions", as defined below. To assist in determining whether particular construction constitutes one, or more than one, plant addition, it shall be considered that a single plant addition consists of:

1) Any construction of related facilities, excluding maintenance and repair work, which is completed during a continuous period of construction, not interrupted by periods of time such as months or years, except where such interruption is caused by uncontrollable forces, such as adverse weather conditions.

2) In the case of line construction, a single continuous integrated system of lines, with necessary connected substations. (Thus, several sections of line emanating from different points on a borrower's system would be several plant additions, not one plant addition.)

Major Plant Addition:

"Major plant addition" means any plant addition which involves one or more of the following:

1) Line construction designed for operation at more than 15 kv where the plant addition requires more than 10,000 pounds gross weight of conductor; or

2) Line construction designed for operation at 15 kv or less where the plant addition has a net material cost exceeding \$50,000; or

3) Non-line construction necessary for the generation, transmission, and distribution of electric power, where the plant addition has a net material cost over \$50,000, excluding construction of facilities for use

as a garage, warehouse, operating headquarters, office building, administrative building, or other similar use, unless such facilities are essential for the generation, transmission, and distribution of electric power.

Approved Major Plant Addition:

"Approved major plant addition" means any major plant addition in which REA has authorized commencement or continuation of construction by means of approval on Form ADM-125B.

Authorized Construction Schedule:

"Authorized construction schedule" means a construction schedule, such as construction of "300 miles of 7.2/12.5 kv distribution line, and 3000 kva 69/7.2 kv substation at Jonesville" which has been approved for an REA borrower by REA. Such approval will be shown on Form ADM-125B.

Carbon Steel

Structural Shapes (Heavy): Includes all structural shapes or special sections with at least one dimension 3" or more; sheet piling, H piling and bearing piles.

Plate: This means universal, sheared and continuous strip mill plates and includes:

0.180 inch or thicker, over 48" wide

0.230 inch or thicker, over 6" wide

or

7.53 lb. per square foot or heavier, over 48" wide

9.62 lb. per square foot or heavier, over 6" wide

Other Carbon Steel: Includes all standard and special shapes under 3", concrete reinforcing bars, black plate, tin plate, terne plate, rails, etc. Does not include plate and heavy structural shapes as defined above.

FORM APPROVED
BUDGET BUREAU NO. 40-R2362

U. S. DEPARTMENT OF AGRICULTURE
RURAL ELECTRIFICATION ADMINISTRATION

REA BORROWER'S MAJOR PLANT ADDITION
APPLICATION FOR AUTHORITY TO CONSTRUCT, FOR ALLOTMENT
OF CONTROLLED MATERIALS, AND FOR DO RATINGS

TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

INSTRUCTIONS - Submit two (2) copies to Rural Electrification Administration for each major plant addition. Please read detailed instructions carefully.

FOR REA USE ONLY

1. PROJECT DESIGNATION

REA IDENTIFICATION

2. BORROWER'S NAME AND ADDRESS

3. DATE SUBMITTED

4. REA IDENTIFICATION
PREVIOUSLY ASSIGNED,
IF ANY

5. DATE OF LAST
PREVIOUS FILING

6. CHECK APPLICABLE BOXES

LOAN HAS BEEN MADE YES ☐ NO ☐

a. THIS APPLICATION

- ☐ IS INITIAL FILING
☐ REVISES CONTROLLED MATERIAL REQUIREMENTS
☐ AMENDS PROJECT IN OTHER WAYS

b. THIS APPLICATION REQUESTS

- ☐ PROJECT APPROVAL (PERMISSION TO CONSTRUCT)
- ☐ ALLOTMENT OF CONTROLLED MATERIALS
- ☐ RATINGS TO PURCHASE MATERIALS AND PRODUCTS OTHER THAN CONTROLLED MATERIALS

7. CONSTRUCTION SCHEDULE, DESCRIPTION OF CONSTRUCTION. (SEE ATTACHED INSTRUCTIONS)

8. CONTROLLED MATERIALS

SHOW TOTAL DELIVERY REQUIRED, BEGINNING WITH THE CURRENT QUARTER, EVEN THOUGH PREVIOUSLY REPORTED OR ALLOTTED (SEE INSTRUCTIONS)

[illegible]

9. PLANNED CONSTRUCTION DATES

ITEM

START

COMPLETE

10. ESTIMATED COSTS

a. GROSS MATERIAL COST \$ _____

b. TOTAL COST \$ _____

c. NET MATERIAL COST \$ _____

11. CONTROLLED MATERIALS AND CLASS A PRODUCTS

LIST HERE ALL CONTROLLED MATERIALS AS SUCH AND CLASS A PRODUCTS TO BE USED IN THE PROJECT (*See attached instructions*)

ITEM

(a)

NET WEIGHT OF CONTROLLED MATERIALS LISTED IN COL. (a)

UNIT OF
MEASURE
(LBS OR TONS)
(b)TOTAL TO
BE USED
(c)ON HAND
OR IN PLACE
(d)BALANCE
REQUIRED
(e)REQUIRED
DELIVERY
QUARTER
(f)CMP CODE
(AS IN
ITEM 8)
(g)

CERTIFICATION: THE UNDERSIGNED HEREBY CERTIFIES THAT HE IS AUTHORIZED TO EXECUTE A COMPLETED FORM ADM-128 ON BEHALF OF THE BORROWER NAMED ABOVE; AND THAT THE FACTS HEREIN SET FORTH, OR APPENDED, ARE TRUE AND CORRECT TO THE BEST OF HIS KNOWLEDGE AND ABILITY; AND THAT THE AMOUNTS REQUESTED FOR ALLOTMENT ARE NOT GREATER OR THE CALENDAR QUARTERS SPECIFIED EARLIER THAN REQUIRED TO COMPLETE THIS CONSTRUCTION WHEN NEEDED FOR THE PURPOSES STATED; AND THAT NO CONTROLLED MATERIAL ALLOTMENTS HAVE BEEN REQUESTED FOR MATERIALS AVAILABLE IN INVENTORY IN EXCESS OF AMOUNTS PERMITTED BY M-50 AND OTHER APPLICABLE NPA ORDERS AND REGULATIONS.

TITLE

SIGNATURE OF AUTHORIZED OFFICIAL

12. OTHER ITEMS REQUIRED FOR PROJECT

INCLUDE SIGNIFICANT REQUIREMENTS FOR B PRODUCTS AND NON-CONTROLLED MATERIALS WHICH TOGETHER WITH VALUE OF ITEMS IN ITEM 11 WILL EQUAL AT LEAST 80 PERCENT OF THE GROSS MATERIALS COST OF THE PROJECT. REPEAT ITEMS LISTED ON FORM DEPA-5 FOR PROJECT. (SEE ATTACHED INSTRUCTIONS)

ITEM (a)	UNIT OF MEASURE (ea.etc) (b)	TOTAL NUMBER OF UNITS TO BE USED (c)	NUMBER OF UNITS ON HAND OR IN PLACE (d)	BALANCE REQUIRED (e)	REQUIRED DELIVERY DATE (f)

13. SUMMARY OF TRANSMISSION LINE CHARACTERISTICS

TERMINAL POINTS		LENGTH (MILES)	NOMINAL VOLTAGE	CONDUCTOR		
FROM	TO			TYPE	SIZE	NUMBER

14. SUMMARY OF SUBSTATION CHARACTERISTICS

NAME OR IDENTITY	VOLTAGES	TOTAL KVA PROPOSED	EXISTING KVA

15. LIST OF OTHER MAJOR PLANT ADDITIONS FOR WHICH ADM-128 HAS BEEN OR IS BEING SUBMITTED

REA IDEN. NO.	PROJECT DESIGNATION	BRIEF TITLE AND LOCATION OF CONSTRUCTION

16. DESCRIPTION OF NECESSITY (Furnish Answers on Attached Sheets)

On attached sheets, each of which will carry the name of the borrower and the system designation and REA identification if known, furnish the following information. Identify your answers with the letters and/or numbers before the individual items listed below.

A. Description

Describe the proposed construction in terms of its generation, transmission or distribution function, showing the type, size, and quantity or capacity of facilities being installed or constructed. This *general description* should be supplemented by referring to and identifying the actual plans and specifications, construction contracts, or other descriptive data which has been submitted to REA.

B. Statement of Necessity

1. Explain the need for the construction and the timing requested, including a statement of relation to direct military needs, defense production or essential civilian needs. If construction is primarily for the purpose of serving a particular consumer, state consumer's name and location and his product or operation, showing relation to direct military needs, defense production or essential defense supporting activities such as food production, if this is not obvious by the nature of the product or operation. If construction is for the benefit of an area rather than of a particular consumer, list significant types of consumers in the area, showing their relation to direct military needs.

2. Show the project's relation to existing power facilities.

- a. If existing facilities are inadequate, explain why. For inadequate equipment, show the name plate rating and the maximum load which you believe can be carried, taking into account the load cycle, regulation and continuity of service and whether the use of auxiliary cooling equipment is feasible. For inadequate cable or open wire, give the size and the maximum load which you believe can be carried, taking into account the load cycle involved. Give past load and estimated future load which make the proposed construction necessary, together with season and year when it is estimated that the load will exceed the capability of present facilities.
- b. Where construction is being justified only on the basis of insufficient firm capacity and not on conditions which exist with all circuits and equipment in service, show clearly what capacity is available under normal conditions, and what is available under described emergency conditions. In this case, 24 hour ratings of cable and equipment are to be used as the basis of justification.
- c. When any of the above data is already available in REA in load studies, system studies, cost analyses, loan justifications and so forth, the essential characteristics only need be restated with a direct reference to the more complete data being included.

C. Exhibits

Furnish a list identifying each document, form, map or other exhibit attached. Exhibits already available in REA need not be duplicated but should be specifically referred to.

17. ATTACHMENTS TO BE PROVIDED

A. If extensions or additions to outside plant are involved, provide line diagrams, pertinent system maps, schematic sketches and the like to show the proposed construction and its relation to existing facilities where such data has not already been provided to REA through the normal course of loan and construction procedures. If this information has been submitted it should be listed and identified; however, in this

case a small sketch should be attached to help identify the major plant addition.

- B. For each substation provide two copies of a schematic diagram, if not included in plans and specifications.
- C. Provide two copies of a detailed up-to-date construction schedule (bar chart) for all generating plant projects.

CONTROLLED MATERIALS ALLOTMENTS

Issued 2/1/52

About two months before the start of each calendar quarter, DPA issues to claimant agencies their full allotments of controlled materials for the quarter immediately ahead and advance allotment authorizations for the three quarters beyond that. These advance authorizations are percentages of the allotment for the quarter immediately ahead, and the percentage is lower for each succeeding quarter.

The basic purpose of providing advance allotments under CMP is to make possible continuity of planning and construction where advance preparation is needed and construction will extend over several quarters. Such allotments must be supported by definite construction plans and schedules.

REA, upon receiving the quarterly allotments for the REA program from DEPA, allots appropriate amounts to individual borrowers on the basis of need. These individual allotments are made on an appropriate form, signed by the Administrator. This form, which is described elsewhere in Chapter I, describes the authorized construction schedule, both general and special conditions of the allotments, and authorizations to use necessary CMP procedures in purchasing materials. It also contains authorizations pertaining to use of materials on hand.

An effort is made to provide each borrower, to the extent possible, with its estimated needs of controlled materials for MRO, member service extensions and work order construction, and its known needs at the time for construction based on definite plans and specifications. In most cases, advance allotments will not take care of all requirements which a borrower may have in the future quarters those allotments cover. However, when the final allotment is received for each of those quarters, REA reviews each borrower's needs at that time as the basis for making supplemental allotments.

ALLOTMENT SYMBOLS AND CMP RATINGS

Issued 2/1/52

To enable persons and businesses to utilize their CMP allotments and obtain authorized quantities of materials, NPA has established a system of symbols and ratings which are applied to authorized controlled materials orders.

Allotment symbols are applied to orders and contracts for controlled materials.

CMP ratings, which are the allotment symbols prefixed by the letters DO, are applied to orders and contracts for other than controlled materials, including Class A and Class B products.

These symbols identify specific programs. For example:

H-3 is the symbol for the Major Plant Addition Program of all electric utilities whether public, commercial or cooperative.

H-4 is the symbol for the Minor Requirements Program of all electric utilities.

These symbols and ratings, when used by REA borrowers, take the following forms:

Classification	Major Plant Addition	Minor Requirements	Remarks
Controlled materials	H-3-1Q52	H-4-1Q52	These are allotment symbols.
Other than controlled materials	DO-H-3-1Q52	DO-H-4-1Q52	These are CMP ratings.

Note. "1Q52" means first quarter 1952. For second quarter 1952 authorizations, borrowers will use "2Q52" and thereafter "3Q52" and so on.

Chapter I, Section 5 (cont.)

In applying allotment symbols and CMP ratings, borrowers must place on the order or contract the following certification:

H-3-1Q52 (or other rating or symbol as required).
"Certified under CMP Regulation No. 6 and NPA
Order M-50"

(Name of Borrower)

By _____
(Signature of manager or other
authorized person)

The signature must be either by hand or in the form of a rubber stamp or other facsimile reproduction of a handwritten signature. If a facsimile signature is used, the individual who uses it must be duly authorized in writing to use it for this purpose by the person whose signature it is, and a written record of the authorization must be kept.

If it is not practicable to place such certification on the order or contract, it may be placed on a separate piece of paper attached thereto, or clearly identifying it.

If the allotment symbol or CMP rating is placed by telegram, the certification quoted above must be set out in full in the telegram. It is sufficient if the file copy of the telegram is signed in the manner indicated above.

Where shipment is required within seven days, the substance of the certification may be stated verbally or by telephone. In such case, however, the following rules must be complied with:

- (1) The person making the statement for the buyer must be a person duly authorized to make the certification.
- (2) Both the buyer and the seller must promptly make a written record of the fact that the certification was given orally and the record must be signed by the buyer in the same way as a certification.
- (3) Written confirmation should be sent to the seller by borrowers applying allotment symbols and CMP ratings verbally.

Issued 2/1/52

LIMITATIONS ON USE OF SYMBOLS AND RATINGS

- (a) Allotment symbols (H-3 and H-4) for controlled materials may not be applied to orders and contracts for amounts exceeding the REA allotment to each borrower. Such allotment includes the controlled material content of Class A products, although CMP ratings (DO-H-3 and DO-H-4) and not allotment symbols must be applied to such products. Therefore, the REA allotment is a limit on the amount of Class A products which may be purchased as well as a limit on the amount of controlled materials which may be purchased.
- (b) The DO-H-3 rating for other than controlled materials for major plant additions may be applied in amounts necessary for use in connection with the "authorized construction schedules" as authorized by REA. Such rating applied to Class A products is limited as stated in (a) above.
- (c) The DO-H-4 rating for other than controlled materials for minor requirements (including MRO) may be applied in amounts necessary for use in connection with the "authorized construction schedules" as authorized by REA. However, such rating may not be applied to any material which is:
- (1) Listed in Tables 1 and 2, attached to this Chapter.
 - (2) On lease.
 - (3) An individual item costing more than \$10,000 unless, for that item, specific REA authorization is given upon request. The request must provide justification for such purchase.

In addition, such rating applied to Class A products is limited as stated in (a) above.

Chas. Fitch

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration

February 1, 1952

TO : All REA Electrification Borrowers

SUBJECT: Transmittal of New REA Defense Handbook

You are familiar with the Defense Bulletins which REA has been using to inform the electrification borrowers of defense regulations that affect their operations. These have been issued from time to time as new regulations and interpretations became available. Reports from borrowers indicate that the scope of the materials program has reached a point where these Bulletins are not fully satisfactory as a means of ready reference to the regulations currently in effect.

As a result, we are preparing a new Defense Handbook, which we believe will be more satisfactory. This will supersede the Defense Bulletin series. Attached is the first portion of the new Handbook, consisting of the introduction, index and Chapter I. This comprises the greater part of the book. The remaining chapters are not yet ready for issuance, but we are sending out Chapter I at this time because it contains considerable new or revised information not previously issued by REA.

The Defense Bulletins that remain in effect, in whole or in part, at this time are indicated in the index to the attached Handbook. Until you are notified that all Defense Bulletins have been superseded by the Handbook, the Bulletins should be kept for active reference and use. A complete set of Defense Bulletins should be retained as a permanent record of the various authorizations to borrowers which were issued in that series.

We strongly recommend that all members of the cooperative's staff associated in any way with controlled materials read the Handbook in its entirety and become thoroughly conversant with it. The Handbook, in its present form and as amended by replacing sections from time to time, is vital and current. Every portion of it is important in your day-to-day operations.

The following portions of Chapter I constitute new or revised information which you have not previously received from REA:

CHAPTER I

Section 1 (e) - Definition of "authorized construction schedule" added.

Section 1 (j) - Change in definition of material excluded from inventory.

Section 2 (a) - The definition of "controlled materials" has been changed and expanded.

Section 2 (b) - Some clarification has been made in the explanation of the various Class A, Class B and unclassified products.

Section 6 (a) - Restrictions on the use of CMP ratings for major plant additions have been modified.

Section 7 - Explains the new rule on carry-over when controlled materials are not delivered on schedule.

Section 10 - Contains modifications in the inventory restrictions.

Section 11 - Clarifies the use of allotment symbols and ratings extended to contractors and suppliers.

Section 12 - Clarifies the use of allotment symbols and ratings in regard to repair of materials and equipment.

Section 14 - Sets forth the new requirement that records must be kept for at least three years.

Table 1 - Is a modification of the restrictions on the materials to which CMP ratings may be applied, as originally stated in Defense Bulletin No. 22.

Table 4 - An addition to assist in better understanding of Class A and Class B product classifications.

Appendix A - The questions and answers issued in Defense Bulletin No. 29 have been completely revised.

Wm. C. Wise

Acting Administrator

Attachments

CARRYOVER OF CONTROLLED MATERIALS ORDERS

Issued 2/1/52

If a producer, after ACCEPTING an authorized controlled material order, is unable to make shipment in the quarter indicated on the original order, he must make the shipment in a later quarter, in preference to any order originally scheduled for the later quarter. In such a case, the borrower charges the material to its allotment for the quarter originally scheduled and does not charge its allotment for the later quarter in which shipment of such carry-over order is actually made.

This provision is applicable to authorized controlled materials orders scheduled for delivery in the fourth quarter of 1951 or any subsequent quarter.

In other words, if a producer accepts your order for delivery in the first quarter but does not get it shipped in the first quarter, he must ship it before he ships any of his second quarter orders, and you do not need to charge your second quarter allotment.

To benefit by this carry-over provision, it is not sufficient merely to have placed an order. The order must have been ACCEPTED, not just by a supplier but by the PRODUCER, such as the firm drawing the wire. It is extremely important that all orders be followed up to assure that they have been accepted by a producer.

This provision does not mean that a producer must accept all authorized controlled material orders in the quarter requested. He can accept orders only up to the amount of his authorized production schedule. But once an order is accepted, the carry-over provision goes into effect.

ALLOTMENT FORM FOR CLASS A PRODUCTS Issued 2/1/52

Borrowers must give an allotment form to the manufacturer of Class A products purchased with the DO-H-3 or DO-H-4 rating. The allotment form is an allotment by a borrower to the manufacturer of the controlled material content of the Class A products ordered. The allotment should be for the quarter in which the manufacturer must have delivery of the controlled material from the mill in order to meet the borrower's required delivery date of the Class A product.

Note: An allotment form to the manufacturer is required only in the case of Class A products.

(See sample allotment form on back of this sheet.)

Chapter I, Section 8 (cont.)

Sample Allotment Form to Class A Producer

Controlled Material	Allotment (Specify short tons or pounds contained in Class A product)			
	Quarter 195_	Quarter 195_	Quarter 195_	Quarter 195_
Carbon steel-plate; structural shapes, heavy; other forms and shapes.				
Copper and copper-base alloy; brass mill products.				
Copper wire mill products				
Aluminum				

Allotment Symbol* _____

Delivery Order No. _____

Name of Borrower _____

Signature of Manager or other
authorized person _____

Date _____

Above allotments are made for use in filling this delivery order in compliance
with CMP Reg. 6 and NPA Order M-50.

Note that the form of allotment must be either placed on or physically attached to the delivery order calling for delivery of the Class A products. If it is attached, the delivery order number or other identification must be indicated on the form. However, allotments may be made by telegraphing or telephoning the information contained in the form if such form is sent within 15 days thereafter.

* H-3 for major; H-4 for minor.

MRO- MAINTENANCE REPAIR AND OPERATING SUPPLIES

Issued 2/1/52

Controlled materials necessary for the operation, maintenance and repair of borrowers' electric systems (MRO) are included in the REA allotment for minor requirements to each borrower and the H-4 allotment symbol for controlled materials and the DO-H-4 for other than controlled materials may be applied to orders and contracts subject to limitations described in this chapter.

INVENTORY

Issued 2/1/52

Each borrower is authorized to maintain what is known as a "permissible inventory" of any item of material. The "permissible inventory" is that quantity of each item (such as #6A Copperweld or #4-7/1 ACSR) which is necessary for use in supplying electric service on the basis of scheduled method and rate of operation during the succeeding 90-day period or a practicable minimum working inventory, whichever is less. No borrower may receive any material which would cause him to exceed his permissible inventory.

Inventory is to include new or salvaged material in the possession of the borrower, unless physically incorporated in plant, without regard to its accounting classification, but excluding:

- (1) Any material specifically set aside, as of April 1, 1951, for use in time of emergency and replacement thereof, and
- (2) Any material set aside, as of July 17, 1951, or thereafter, for use in an approved major plant addition.

Basically, therefore, inventory includes material for minor requirements. Material reserved for emergency use or for use in approved major plant additions is considered as material on hand but is not part of "inventory" for purposes of CMP. Borrowers may use materials on hand for approved major plant additions and for minor requirements.

Any borrower having an excess inventory of any material must use such material in approved major plant additions to the extent, and on the earliest date, such materials are required in any major plant additions.

For certain products and materials other than controlled materials, various NPA orders restrict inventory to smaller amounts than those permitted under M-50. These orders override the provisions of M-50, and apply to borrowers' inventories of such non-controlled materials and products. Of particular interest to borrowers are the following:

Chapter I, Section 10 (cont.)

- (1) NPA Order M-1 restricts inventory to a 45-day supply or a practicable minimum working inventory, whichever is less, of steel products and gray and malleable iron castings (rough as cast) which are other than controlled materials. An example is a cast iron cone anchor. Cast steel items and cast iron items which are finished are not subject to this more stringent limitation, because they are controlled materials.
- (2) NPA Order M-16 restricts inventory to a 30-days' accumulation of copper scrap unless such accumulation aggregates less than 2,000 pounds.

EXTENSION OF ALLOTMENT SYMBOLS AND CMP RATINGS BY CONTRACTORS AND SUPPLIERS

Issued 2/1/52

Contractors and suppliers receiving allotment symbols and CMP ratings from borrowers may extend them to suppliers or producers by making a signed certification similar to that made by the borrower. To assure that delivery schedules will be met, borrowers should make sure that written acceptance of rated orders is received from the producer. This applies whether the allotment or rating was extended to the producer directly or through a supplier.

REPAIR BY REPAIR SHOPS

Issued 2/1/52

Borrowers may extend to others who repair borrowers' equipment, the allotment symbol H-4 for the controlled material and the CMP rating DO-H-4 for the products other than controlled material required for repairs in accordance with the procedure for MRO described in this chapter and pursuant to an REA allotment. In this respect, borrowers' relations with repairshops are governed by NPA Order M-50 rather than by CMP Regulation 7 which applies to repair shops generally.

In cases where transformer repairs do not involve rewinding but rather the installation of new core and coil assemblies, the DO-H-4 rating should be used since a new core and coil assembly would be classified as a Class B product and no controlled materials would be involved.

As a general rule, borrowers should apply the H-4 allotment symbol to repair orders which require controlled materials, as, for example, where magnet wire is required for rewinding. However, in the case of certain kinds of repair work where the repair shop is a branch of or is affiliated with a manufacturer and receives an allotment of controlled materials directly from NPA, borrowers are not required to apply the H-4 allotment symbol to a repair order nor to charge their allotment of controlled materials. However, borrowers may rate such orders with the DO-H-4 rating.

MATERIALS FORMS AND REPORTS

Issued 2/1/52

Effective operation of the materials pooling arrangement requires a two-way exchange of information between REA and the borrowers. To facilitate this exchange, certain reporting and other forms have been devised.

The number of such forms that must be prepared by borrowers is kept to an absolute minimum. For the most part, they are adaptations to REA terminology and practice of similar forms prescribed by DEPA for use by other utilities. Those that do not relate directly to the allotment process are required because of the necessity of accounting or reporting to the various agencies charged with over-all CMP administration.

The importance of promptness and accuracy on the part of the borrowers in submitting the reports required cannot be overemphasized. It is essential if the REA materials pooling arrangement is to continue to be effective in assuring the borrowers their fair share of scarce materials.

The principal forms now in use in the materials program are as follows (samples of all forms referred to follow this Section):

REA Form ADM-125AR, "Authorization and Report of Disposition of Controlled Materials Allotments for Minor Requirements 1952 and First Quarter 1953."

REA Form ADM-125BR, "Authorization and Report of Disposition of Controlled Materials Allotments for Major Plant Additions 1952 and First Quarter 1953."

All allotments of controlled materials are made to REA borrowers on these forms. They are also the forms on which the borrowers report the amounts of their allotments extended to suppliers and producers and the amounts that are being returned. They contain the authorized construction schedule, special conditions and general conditions pertaining to the use of allotments, allotments symbols and ratings

Materials Forms and Reports (cont.)

with respect to the purchase of controlled materials, Class A products, Class B products and unclassified products. They also contain the authorization to use materials on hand for an authorized construction schedule. One form is used for major plant additions and the other for minor requirements.

The forms are changed quarterly, dropping the quarter which is expiring and adding the new advance allotment quarter. At all times the forms will span the normal period of CMP operation -- five calendar quarters. Unless there is a major change, the adjustment in the format as indicated will be made quarterly without further change in this section of the Defense Handbook.

REA Form ADM-128, "REA Borrower's Major Plant Addition Application for Authority to Construct, for Allotment of Controlled Materials, and for DO Ratings."

Submission of this application form is essential before materials allotments can be made for any major plant addition. A copy of the form and instructions is included with Section 3 of this Chapter.

REA Form ADM-135, "Borrower's Quarterly Report of Controlled Materials Received and Used 3rd and 4th Quarters 1951 and on Hand as of December 31, 1951."

This is a one-time form. Its counterpart, with such modifications as may be required, will be used at the end of each calendar quarter.

REA Form ADM-136, "Work Sheet for Developing and Reporting Minor Requirements of Controlled Materials."

This is the form for submitting your MINOR requirements of controlled materials to REA. The information it contains is used by REA in preparing the quarterly requirements submissions to DEPA and in allotting controlled materials to individual borrowers. It is of great assistance in enabling REA to make quarterly allotments promptly.

**AUTHORIZATION AND REPORT OF DISPOSITION OF CONTROLLED MATERIALS ALLOTMENTS
FOR MINOR REQUIREMENTS 1952 AND FIRST QUARTER 1953**

IMPORTANT - Complete the form and return one copy to REA within 30 days of authorization.

To: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C. Attention: DIVISION
AUTHORIZED CONSTRUCTION SCHEDULES

THE REQUIRED WRO AND MINOR PLANT ADDITIONS FOR WHICH FUNDS HAVE BEEN APPROVED BY REA, AND WHICH WILL BE CONSTRUCTED IN ACCORDANCE WITH ESTABLISHED REA PROCEDURE, CONSTITUTE THE AUTHORIZED CONSTRUCTION SCHEDULES FOR MINOR REQUIREMENTS.

AUTHORIZATIONS AND INSTRUCTIONS

- I. All allotments are cumulative for each quarter and each controlled material. Each allotment is the sum of the present additional amount, plus all previous allotments, less portions thereof returned to REA as of this date.
- II. The construction schedules indicated above are hereby authorized and are hereafter referred to as "authorized construction schedules."
- III. You are hereby authorized -
 - a. To order, or extend to your contractors authorization to order, controlled materials and Class A products for delivery in the quarters and not to exceed the amounts of controlled materials specified on the reverse side and you may apply allotment symbols and CMP ratings to such orders;
 - b. To order, or extend to your contractors authorization to order, other than controlled materials necessary for use in connection with the authorized construction schedules and you may apply CMP ratings to such orders;
 - c. To continue or commence construction of and to use all materials on hand for the authorized construction schedules;
- IV. Controlled material contained in Class A products is included in your authorization.
- V. These authorizations are subject to special conditions noted, on the reverse side, and to the following:
 - a. Allotments for material authorized herein should be extended and CMP symbols applied thereto within 30 days after the date hereof.
 - b. Report disposition of allotments on one carbon copy of this form to the Engineering or Power Division within 30 days after the date hereof. The amount of the allotment not needed should be returned for re-authorization for other construction.
 - c. Report cumulatively the amounts extended on line 2. This must be the total amount of your allotment extended for each controlled material for each quarter as of the date you complete this report.
 - d. Report allotments returned herewith on line 3. This must be the actual (incremental) amount of an allotment for a specific quarter and controlled material which is being returned to REA on this report. It must not include any previous returns of an allotment.
 - e. If the entire allotment cannot be extended within 30 days but it is anticipated that upon completion of specifications or of award of contracts or placement of orders that the allotment can be extended, report the amount extended within 30 days with an explanation regarding that not extended but which is being held. The balance not extended and not returned on the initial report should be reported upon as soon as possible and at least within 60 days after the date hereof.
 - f. Every allotment must be fully accounted for. All special cases should be taken up immediately with the Section Engineer or the Power Division.
 - g. Authorization of a construction schedule does not involve any commitment by REA to make any allotment or authorization of CMP symbols for material beyond the authorizations contained herein.
 - h. The allotments of and authorizations of CMP symbols for materials contained herein do not involve any commitment by REA to give additional authorizations for materials in other quarters or for other construction.
 - i. No authorization contained herein involves any commitment by REA to procure materials authorized herein.
- VI. Records shall be maintained, as required by CMP Reg. 6 and NPA Order M-50, for construction showing allotments extended and deliveries received pursuant to authorizations contained herein. A report of such construction will be required at the end of each quarter on a form to be provided. These reporting and record keeping requirements have been approved by the Bureau of the Budget in accordance with Federal Reports Act (P.). 831, 77th Congress, T03C).
- VII. All correspondence and inquiries concerning authorizations contained herein should be addressed to the Engineering or Power Division, REA, Department of Agriculture, Washington 25, D. C.
- VIII. This action is taken pursuant to Section 101 of the Defense Production Act of 1950, as amended, CMP Reg. 6, NPA Order M-50, and the subdelegation to the Administrator of REA by the Administrator of DEPA, of the right to exercise the powers and functions insofar as concerns REA electrification borrowers, which are vested in DEPA by NPA Order M-50.

CERTIFICATION

The undersigned borrower and the official executing this certification on its behalf hereby certify that the disposition of allotments herein is correct and complete to the best of their knowledge and belief.

DATE

SIGNATURE OF AUTHORIZED OFFICIAL

1. SPECIAL CONDITIONS

I hereby authorize the allotments of Controlled Materials for the construction, in the amounts and according to the conditions, both special and general, indicated on this form.

ADMINISTRATOR

DATE

Name
and
Address

2. SYSTEM DESIGNATION

3. SERIAL NO.

4. LAST PREVIOUS SERIAL NO.

FOLD HERE

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AUTHORIZATION AND REPORT OF DISPOSITION OF ALLOTMENT FOR 1952 AND 1ST QUARTER 1953**

(E) TYPE	CONTROLLED MATERIALS (b)	(C) CODE	(G) UNIT	1ST QUARTER 1952 (e)	2ND QUARTER 1952 (f)	3RD QUARTER 1952 (g)	4TH QUARTER 1952 (h)	1ST QUARTER 1953 (i)
ALUMINUM	BARE		POUNDS					
	1. CUMULATIVE ALLOTMENT TO DATE							
	2. TOTAL ALLOTMENT EXTENDED	70						
	3. ALLOTMENT RETURNED HERewith							
	COVERED							
	1. CUMULATIVE ALLOTMENT TO DATE							
COPPER	2. TOTAL ALLOTMENT EXTENDED	7X	POUNDS					
	3. ALLOTMENT RETURNED HERewith							
	WIRE MILL							
	1. CUMULATIVE ALLOTMENT TO DATE							
	2. TOTAL ALLOTMENT EXTENDED	50						
	3. ALLOTMENT RETURNED HERewith							
CARBON STEEL	BRASS MILL		TENS-ONE DECIMAL					
	1. CUMULATIVE ALLOTMENT TO DATE							
	2. TOTAL ALLOTMENT EXTENDED	40						
	3. ALLOTMENT RETURNED HERewith							
	HEAVY STRUCTURAL & PILING							
	1. CUMULATIVE ALLOTMENT TO DATE							
	2. TOTAL ALLOTMENT EXTENDED	14	TENS-ONE DECIMAL					
	3. ALLOTMENT RETURNED HERewith							
	PLATE							
	1. CUMULATIVE ALLOTMENT TO DATE							
	2. TOTAL ALLOTMENT EXTENDED	13						
	3. ALLOTMENT RETURNED HERewith							
	OTHER MILL FORM & PRODUCTS*		TENS-ONE DECIMAL					
	1. CUMULATIVE ALLOTMENT TO DATE							
	2. TOTAL ALLOTMENT EXTENDED	17						
	3. ALLOTMENT RETURNED HERewith							
	1. CUMULATIVE ALLOTMENT TO DATE							
	2. TOTAL ALLOTMENT EXTENDED							
	3. ALLOTMENT RETURNED HERewith							
	1. CUMULATIVE ALLOTMENT TO DATE							
	2. TOTAL ALLOTMENT EXTENDED							
	3. ALLOTMENT RETURNED HERewith							

*Includes Guy and Static Wire

**Particularly note Instructions I and V (a) thru (f) on Reverse Side

IMPORTANT-When reporting, the certification on the reverse side must be completed.

**AUTHORIZATION AND REPORT OF DISPOSITION OF CONTROLLED MATERIALS ALLOTMENTS
FOR MAJOR PLANT ADDITIONS 1952 AND FIRST QUARTER 1953**

IMPORTANT - Complete the form and return one copy to REA within 30 days of authorization.

To: U. S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D. C. Attention:

DIVISION

AUTHORIZED CONSTRUCTION SCHEDULE

AUTHORIZATIONS AND INSTRUCTIONS

- I. All allotments are cumulative for each quarter and each controlled material. Each allotment is the sum of the present additional amount, plus all previous allotments, less portions thereof returned to REA as of this date.
- II. The construction schedules indicated above are hereby authorized and are hereafter referred to as "authorized construction schedules."
- III. You are hereby authorized -
 - a. To order, or extend to your contractors authorization to order, controlled materials and Class A products for delivery in the quarters and not to exceed the amounts of controlled materials specified on the reverse side and you may apply allotment symbols and CMP ratings to such orders;
 - b. To order, or extend to your contractors authorization to order, other than controlled materials necessary for use in connection with the authorized construction schedules and you may apply CMP ratings to such orders;
 - c. To continue or commence construction of and to use all materials on hand for the authorized construction schedules;
- IV. Controlled material contained in Class A products is included in your authorization.
- V. These authorizations are subject to special conditions noted, on the reverse side, and to the following:
 - a. Allotments for material authorized herein should be extended and CMP symbols applied thereto within 30 days after the date hereof.
 - b. Report disposition of allotments on one carbon copy of this form to the Engineering or Power Division within 30 days after the date hereof. The amount of the allotment not needed should be returned for re-authorization for other construction.
 - c. Report cumulatively the amounts extended on line 2. This must be the total amount of your allotment extended for each controlled material for each quarter as of the date you complete this report.
 - d. Report allotments returned herewith on line 3. This must be the actual (incremental) amount of an allotment for a specific quarter and controlled material which is being returned to REA on this report. It must not include any previous returns of an allotment.
 - e. If the entire allotment cannot be extended within 30 days but it is anticipated that upon completion of specifications or of award of contracts or placement of orders that the allotment can be extended, report the amount extended within 30 days with an explanation regarding that not extended but which is being held. The balance not extended and not returned on the initial report should be reported upon as soon as possible and at least within 60 days after the date hereof.
 - f. Every allotment must be fully accounted for. All special cases should be taken up immediately with the Section Engineer or the Power Division.
 - g. Authorization of a construction schedule does not involve any commitment by REA to make any allotment or authorization of CMP symbols for material beyond the authorizations contained herein.
 - h. The allotments of and authorizations of CMP symbols for materials contained herein do not involve any commitment by REA to give additional authorizations for materials in other quarters or for other construction.
 - i. No authorization contained herein involves any commitment by REA to procure materials authorized herein.
- VI. Records shall be maintained, as required by CMP Reg. 6 and NPA Order M-50, for construction showing allotments extended and deliveries received pursuant to authorizations contained herein. A report of such construction will be required at the end of each quarter on a form to be provided. These reporting and record keeping requirements have been approved by the Bureau of the Budget in accordance with Federal Reports Act (P.). 831, 77th Congress, T03C).
- VII. All correspondence and inquiries concerning authorizations contained herein should be addressed to the Engineering or Power Division, REA, Department of Agriculture, Washington 25, D. C.
- VIII. This action is taken pursuant to Section 101 of the Defense Production Act of 1950, as amended, CMP Reg. 6, NPA Order M-50, and the subdelegation to the Administrator of REA by the Administrator of DEPA, of the right to exercise the powers and functions insofar as concerns REA electrification borrowers, which are vested in DEPA by NPA Order M-50.

CERTIFICATION

The undersigned borrower and the official executing this certification on its behalf hereby certify that the disposition of allotments herein is correct and complete to the best of their knowledge and belief.

DATE

SIGNATURE OF AUTHORIZED OFFICIAL

1. SPECIAL CONDITIONS

I hereby authorize the allotments of Controlled Materials for the construction, in the amounts and according to the conditions, both special and general, indicated on this form.

ADMINISTRATOR

DATE

Name
and
Address

2. SYSTEM DESIGNATION

3. SERIAL NO.

4. LAST PREVIOUS SERIAL NO.

FOLD HERE

FOLD HERE

AUTHORIZATION AND REPORT OF DISPOSITION OF ALLOTMENT FOR 1952 AND 1ST QUARTER 1953**

TYPE	CONTROLLED MATERIALS (b)	CODE (c)	UNIT (d)	1ST QUARTER 1952 (e)	2ND QUARTER 1952 (f)	3RD QUARTER 1952 (g)	4TH QUARTER 1952 (h)	1ST QUARTER 1953 (i)	
ALUMINUM	BARE	70	POUNDS						
	1. CUMULATIVE ALLOTMENT TO DATE								
	2. TOTAL ALLOTMENT EXTENDED								
	3. ALLOTMENT RETURNED HERewith								
	COVERED	7X							
	1. CUMULATIVE ALLOTMENT TO DATE								
2. TOTAL ALLOTMENT EXTENDED									
3. ALLOTMENT RETURNED HERewith									
COPPER	WIRE MILL	50							
	1. CUMULATIVE ALLOTMENT TO DATE								
	2. TOTAL ALLOTMENT EXTENDED								
	3. ALLOTMENT RETURNED HERewith								
	BRASS MILL	40							
	1. CUMULATIVE ALLOTMENT TO DATE								
2. TOTAL ALLOTMENT EXTENDED									
3. ALLOTMENT RETURNED HERewith									
CARBON STEEL	HEAVY STRUCTURAL & PILING	14		TONS-ONE DECIMAL					
	1. CUMULATIVE ALLOTMENT TO DATE								
	2. TOTAL ALLOTMENT EXTENDED								
	3. ALLOTMENT RETURNED HERewith								
	PLATE	13							
	1. CUMULATIVE ALLOTMENT TO DATE								
	2. TOTAL ALLOTMENT EXTENDED								
	3. ALLOTMENT RETURNED HERewith								
	OTHER MILL FORM & PRODUCTS*	17							
	1. CUMULATIVE ALLOTMENT TO DATE								
	2. TOTAL ALLOTMENT EXTENDED								
	3. ALLOTMENT RETURNED HERewith								

*Includes Guy and Static Wire

**Particularly note Instructions I and V (a) thru (f) on Reverse Side

IMPORTANT-When reporting, the certification on the reverse side must be completed.

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration
Washington 25, D. C.

INSTRUCTIONS FOR FORM ADM-135

1. FILE A SINGLE COPY of REA Form ADM-135 with the Engineering Division for distribution type borrowers or Power Division for power type borrowers on or before January 8, 1952. In addition, distribution type borrowers who received or used controlled material for the construction of a generating plant during the third or fourth quarters of 1951 should file a separate copy with the Power Division only for that material used in the construction of the power plant. Distribution type borrowers who have a generating plant which was not under construction during the third and fourth quarters should file only one copy of Form ADM-135 with the Engineering Division and should include any MRO requirements for the generating plant along with the other requirements for distribution, etc. Borrowers in this category need not submit Form ADM-135 to the Power Division.
2. CONTROLLED MATERIALS RECEIVED THIRD AND FOURTH QUARTERS 1951 refer to the actual RECEIPT by you or your contractor of controlled materials during the third and fourth quarters of 1951. The material needed for a class A product is considered as RECEIVED at the time your fabricator RECEIVES it although you may not take possession of the finished product until a later quarter.
3. CONTROLLED MATERIALS USED THIRD AND FOURTH QUARTERS 1951 refer to the actual USE of controlled materials by you or your contractor during the third and fourth quarters of 1951 irrespective of the quarter in which it was received. The amount shown should also include the controlled material USED by your fabricator of class A products. Controlled material which has been USED by your fabricator in constructing a class A product should not be considered as inventory even though it may not yet be installed in its ultimate location.
4. CONTROLLED MATERIALS ON HAND DECEMBER 31, 1951, refer to the controlled material which you have on hand or which your contractor has on hand which has not been incorporated into plant.
5. MAJOR PLANT ADDITION is defined in Defense Bulletin No. 30 and in previous defense bulletins.
6. MINOR REQUIREMENTS include member service extensions, MRO, and other construction requirements excluding the requirements for major plant additions and office buildings, garages, and warehouses.

7. EMERGENCY materials on hand should be only that controlled material which must be maintained at all time for emergencies (not for normal repair and maintenance). This classification of materials, being limited to bare essentials, should not be subject to much change.
8. GENERAL INSTRUCTIONS are as follows:
 - a. Do not report any materials received, used, or on hand for the construction and maintenance of office buildings, garages, and warehouses.
 - b. Do not include the weight of materials contained in any class B product or the weight of any material in a noncontrolled product.
 - c. Do not show the RECEIPT or USE of static and guy wire during the third and fourth quarters of 1951 since it was a class B product and was not a controlled material at that time. DO show your December 31, 1951, inventory of guy and static wire since it becomes a controlled material on January 1, 1952.
 - d. Show only the net copper or aluminum weight of bi-metal conductor and do not report the steel content. The following conversion factors will permit calculations of the net conductor weights by simply multiplying the gross weight of the conductor by the respective factors:

COPPER		ALUMINUM	
Wire Size and Type	Conversion Factor	Wire Size and Type	Conversion Factor
No. 2 A CWC	0.79	795,000-26/7	0.688
4 A "	0.79	586,500-26/7	0.686
6 A "	0.78	477,000-26/7	0.686
8 A "	0.67	336,400-30/7	0.605
9½D "	0.64	336,400-26/6	0.686
3 No. 12	0.46	266,800-26/7	0.685
No. 4 TBWP Service	0.77	4/0-6/1	0.677
6 " "	0.71	2/0-6/1	0.677
8 " "	0.67	1/0-6/1	0.677
		2-7/1	0.578
		2-6/1	0.677
		4-7/1	0.578
		4-6/1	0.677
Meter Loop	Net Copper-Lbs per 1,000 feet	No. 4 Covered Alum.	0.620
4	129	2 " "	0.680
6	81		
8	50		

9. REMARKS should include any general information which will be helpful to REA in analyzing this report. If you have material on hand which is in excess of your needs and which you are willing to sell or trade to other REA borrowers, please specify the sizes, types, and amounts.

**BORROWER'S QUARTERLY REPORT OF CONTROLLED MATERIALS
RECEIVED AND USED 3RD AND 4TH QUARTERS 1951
AND ON HAND AS OF DECEMBER 31, 1951**

FORM APPROVED
BUDGET BUREAU NO. 40-R2382

SYSTEM DESIGNATION

To: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

INSTRUCTIONS: Mail one (1) copy to REA on or before January 8, 1952. See attached instructions.

PART I CONTROLLED MATERIALS RECEIVED 3RD AND 4TH QUARTERS 1951

CONTROLLED MATERIALS (a)	CODE (b)	UNIT (c)	MAJOR PLANT ADDITION		MINOR REQUIREMENTS		
			3RD QUARTER (d)	4TH QUARTER (e)	3RD QUARTER (f)	4TH QUARTER (g)	
STEEL - CARBON (Total Codes 13 thru 17)	10	TONS - ONE DECIMAL					
PLATE	13				X X X X X	X X X X X	
STRUCTURAL SHAPES (Heavy and Piling)	14				X X X X X	X X X X X	
REINFORCING BAR	02				X X X X X	X X X X X	
OTHER BAR (Including Light Shapes)	03				X X X X X	X X X X X	
OTHER CARBON STEEL	17				X X X X X	X X X X X	
ALLOY STEEL (Except Stainless)	20	NEAREST POUND					
STAINLESS STEEL	30						
COPPER-BRASS MILL PRODUCTS	40						
COPPER-WIRE MILL PRODUCTS (Show Net Copper Only)	50						
ALUMINUM, COVERED (Show Net Aluminum Only)	7X						
ALUMINUM, BARE (Show Net Aluminum Only)	70						

PART II CONTROLLED MATERIALS USED 3RD AND 4TH QUARTERS 1951

CONTROLLED MATERIALS	CODE	UNIT	MAJOR PLANT ADDITIONS		MINOR REQUIREMENTS	
			3RD QUARTER	4TH QUARTER	3RD QUARTER	4TH QUARTER
COPPER WIRE MILL PRODUCTS (Show Net Copper Only)	50	NEAREST POUND				
ALUMINUM, COVERED (Show Net Aluminum Only)	7X					
ALUMINUM, BARE (Show Net Aluminum Only)	70					

PART III CONTROLLED MATERIAL ON HAND AS OF DECEMBER 31, 1951

PAGE 2

ITEM (a)	STATIC AND GUY WIRE (Tons-One Decimal) 17X (b)	COPPER CONDUCTOR (Nearest Net Pound) 50 (c)	ALUMINUM CONDUCTOR (Nearest Net Pound)	
			COVERED 7X (d)	BARE 70 (e)
1. MAJOR PLANT ADDITIONS				
2. MINOR REQUIREMENTS				
3. EMERGENCY USE				
4. TOTAL				

REMARKS:

CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

SIGNATURE OF AUTHORIZED OFFICIAL

WORK SHEET FOR DEVELOPING AND REPORTING
MINOR REQUIREMENTS OF CONTROLLED MATERIALS FOR _____ QUARTER 19____

INSTRUCTIONS: See reverse side of this form.

SYSTEM DESIGNATION _____

TO: U.S. DEPARTMENT OF AGRICULTURE, REA, WASHINGTON 25, D.C.

PART I. GENERAL DESCRIPTION OF MINOR WORK TO BE DONE IN THE ABOVE QUARTER

ITEMS OF CONSTRUCTION (a)	MILES (b)	MEMBERS (c)
1. MEMBER SERVICE EXTENSIONS		
2. PROJECTS UNDER WAY: (List each separately)		
3. PROPOSED PROJECT CONSTRUCTION: (List each separately, identifying system improvements)		

PART II. MINOR REQUIREMENTS OF CONTROLLED MATERIALS BASED ON ABOVE CONSTRUCTION PLUS MRO (METAL CONTENT ONLY)

ITEM (d)	ALUMINUM (LBS)		COPPER WIRE MILL (LBS) (g)	GUY WIRE (TONS) (h)	OTHER CONTROLLED MATERIAL	
	BARE (e)	COVERED (f)			TYPE LBS/TONS (i)	TYPE LBS/TONS (j)
4. MRO ((MAINTENANCE REPAIR OPERATION)						
5. MSE (MEMBER SERVICE EXTENSIONS)						
6. TOTAL PROJECT CONSTRUCTION (UNDER WAY)						
7. TOTAL PROJECT CONSTRUCTION (PROPOSED)						
8. TOTAL USE (MINOR) (ITEMS 4 + 5 + 6 + 7)						
9. WILL USE FROM INVENTORY AND FROM REA ALLOTMENTS MADE TO DATE						
10. ADDITIONAL QUARTER ALLOTMENTS REQUIRED (ITEM 8 MINUS ITEM 9)						

REMARKS: (If additional space is necessary use a separate sheet of paper)

CERTIFICATION

The undersigned hereby certifies that he is authorized to execute this statement (on behalf of the borrower named above) and that the information contained herein is correct and complete to the best of his knowledge and belief.

DATE

TITLE

SIGNATURE

INSTRUCTIONS
MINOR REQUIREMENTS - Form ADM-136

Two copies of this form should be completed for the quarter that it covers. Be sure to mark clearly the quarter and year on the form. Airmail the original of the report to REA and retain a copy for your files. This form should list your MINOR REQUIREMENTS (including MRO) only. See Defense Bulletin No. 17 for definition of minor requirements. If you have major plant additions the material requirements should be filed with REA on Form ADM-128 for each major plant addition as early as possible.

PART I

GENERAL DESCRIPTION OF WORK TO BE ACCOMPLISHED

Part I should be used for listing the work to be accomplished, during the quarter this report covers, in general terms - miles and members.

Item 1 - List the miles and members you plan to build and connect, during the quarter you specify above, by work order construction - Member Service Extensions (MSE), columns (b) and (c).

Item 2 - Projects Under Way: For the purpose of this report "Under way" includes projects for which plans and specifications or estimate work orders have been submitted to REA and also includes construction under contract or in process of construction by force account as of the date you submit this report. List the project designation just below "Under way" and identify it by notes referring to the construction contract, plans and specifications or estimate work orders that have been submitted to REA. Add all miles, including new construction, conversion and line changes, together and report total miles you plan to construct and members this will add during the quarter this report covers. If you have more than one project under way, list each separately. Add notes under "Remarks" to identify the system improvement items, when necessary. Do not include major plant additions.

Item 3 - Proposed Project Construction

Include the projects for which plans and specifications or estimate work orders have not been submitted, but will require materials during the quarter. This will include the portion of projects which you estimate will be loaned in sufficient time to permit commencement of construction during the quarter the specific report covers. Actual allotments of material cannot be made, however, until a loan has been granted. List the project designation, such as "K", under "Proposed" and to the right list the miles and members you estimate can be built and connected during the quarter. If you have more than one proposed project, list each separately. List system improvements for the quarter as a separate item and refer to the system study by appropriate notes. Do not include major plant additions.

PART II

MINOR REQUIREMENTS OF CONTROLLED MATERIALS

Part II should be used to list the controlled materials required for the construction to be done during the quarter. Aluminum, bare and covered, should be listed in pounds net aluminum content, columns (e) and (f). Copper wire should be listed in pounds net copper content, column (g). (Do not include weight of steel content of bi-metallic conductor.) Guy wire and

static wire become controlled materials in the first quarter of 1952. All your minor requirements for guy wire should be listed in column (h). Carbon steel should be listed in tons to the nearest one tenth ton. Your requirements for other controlled materials should be listed in columns (i) and (j). Be sure to specify the type of controlled material involved and the unit of weight in columns (i) and (j) when you list any requirements for other controlled materials. A note should also be added under "Remarks" describing the construction items that require these other controlled materials. See REA defense bulletins and other information which has been provided concerning materials for definitions and conversion factors.

Item 4 - MRO - List the quantities of each controlled material required for Maintenance, Repair and Operation during the quarter. Records of past use for MRO and any schedules you have developed for MRO should be used as a guide for estimating MRO requirements.

Item 5 - List the controlled materials you will use to construct the miles and members listed opposite Item (1) above (Member Service Extensions) for the quarter this report covers.

Item 6 - List the controlled materials you will use for all minor "Projects Under Way" listed under Item (2) above during the quarter. Do not include requirements for major plant additions.

Item 7 - List the controlled materials you will use for all minor "Proposed Project Construction" listed under Item (3) above for the quarter this report covers. Do not include requirements for major plant additions.

Item 8 - Total use for minor construction including MRO - This is the sum of the quantities listed for Items 4, 5, 6 and 7 for each controlled material for the quarter this report covers.

Item 9 - List under each controlled material the quantity you will use from inventory or from allotments already received from REA as of the date you file this report.

Item 10 - Additional allotments required for minor requirements - These are the additional allotments required as of the date you complete this report for your total minor work to be done during the quarter this report covers. Specify the quarter in the space provided in column (d).

If the space for remarks is not adequate, attach a separate sheet of paper. Please be sure to date and sign the report.

RECORDS

Issued 2/1/52

Borrowers must keep for at least 3 years records of receipts, deliveries, inventories and use, in sufficient detail to permit an audit which will determine for each transaction that the applicable regulations and orders have been complied with. Borrowers need not alter the systems of records customarily maintained if such records supply an adequate basis for audit.

For borrowers' convenience, a sample form recommended by NPA for recording receipt and use of REA authorizations for each controlled material during each quarter is reproduced below. In the case of carbon steel separate forms should be set up for structural, plate, and other carbon steel.

CONTROLLED MATERIAL			UNIT OF MEASURE		QUARTER 4Q51		
Copper Wire-Mill Product			Lbs. Copper Content				
<u>Date of Allotment Entry</u>	<u>Identification</u>	<u>Reference</u>	<u>Allotments Received</u>	<u>Returned to REA</u>	<u>Reallotted to other consumer</u>	<u>Orders Placed</u>	<u>Balance</u>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Aug. 15	5-4118	REA Allotment	1200				
17		XYZ Corp.				800	400
20		Transformer Rep.Co.			200		200
Aug. 30		Returned to REA		200			-0-

PENALTIES

Issued 2/1/52

Any person wilfully violating provisions of applicable regulations and orders or wilfully concealing a material fact or furnishing false information in the course of operation under such regulations and orders may be punished by fine or imprisonment or both.

In addition, administrative action may be taken to suspend the privilege of receiving further deliveries of materials and to deny further priorities assistance.

TABLE 1

Issued 2/1/52

Materials to which the rating DO-H-4 may not be applied:

1. All basic, organic or inorganic chemicals, their intermediates and derivatives other than compounded end-products not customarily sold as chemicals.
2. Nylon fibers and yarns.
3. Packaging materials and containers, except steel nails, steel wire and steel strapping used for packaging purposes.
4. Paint, lacquer and varnish.
5. Paper and paper products.
6. Paperboard and paperboard products.
7. Printed matter.
8. Photographic film.
9. Pneumatic tires and tubes.
10. Waterfowl feathers.

In addition, such ratings may not be applied to certain items listed in NPA Order M-47-A. Of particular interest to REA borrowers are electric appliances and office, business and store furniture, fixtures, partitions, shelving and lockers, if made in whole or in part from metal products, or containing parts made wholly or partly therefrom. (Joining hardware is not considered "parts" within the meaning of this Order).

TABLE 2

Issued 2/1/52

The following items are not subject to any CMP ratings issued under the authority of NPA:

1. Crushed stone
2. Gravel
3. Sand
4. Scrap
5. Slag
6. Steam heat, central
7. Waste paper
8. Water
9. Wood pulp
10. Solid fuels (all forms of coal, coke and its by-products)
11. Gas (natural and manufactured)
12. Petroleum (crude oil, synthetic liquid fuel, their products and associated hydrocarbons)

ALUMINUM AND COPPER CONVERSION FACTORS

Issued 2/1/52

Controlled materials allotments of aluminum and copper are made on the basis of net weight of aluminum or copper, excluding the weight of steel in composite conductors and the weight of covering in covered wire. Borrowers should convert to this net content basis in computing requirements and in accounting for aluminum and copper controlled materials.

The following table contains factors to use in making this conversion for wire of various sizes and types. To calculate the net aluminum or copper content, multiply the gross weight of conductor by the factor shown for wire of that size and type.

COPPER		ALUMINUM	
Wire Size and Type	Conversion Factor	Wire Size and Type	Conversion Factor
No. 2 A CWC	0.79	795,000-26/7	0.688
4 A "	0.79	586,500-26/7	0.686
6 A "	0.78	477,000-26/7	0.686
8 A "	0.67	336,400-30/7	0.605
9 $\frac{1}{2}$ D "	0.64	336,400-26/6	0.686
3 No. 12	0.46	266,800-26/7	0.685
No. 4 TBWP Service	0.77	4/0-6/1	0.677
6 " "	0.71	2/0-6/1	0.677
8 " "	0.67	1/0-6/1	0.677
		2-7/1	0.578
		2-6/1	0.677
		4-7/1	0.578
		4-6/1	0.677
Meter	Net Copper-Lbs	No. 4 Covered Alum.	0.620
Loop	per 1,000 feet	2 " "	0.680
4	129		
6	81		
8	50		

Issued 2/1/52

CLASS A AND CLASS B PRODUCTS

The tabulation shown below provides information as to the classification of some commonly encountered items of equipment in the utility field. It should be noted that in some cases, a product may be Class A under one set of conditions and Class B under another set of conditions. This has been indicated and illustrative examples have been included. The list of Class B products changes from time to time. The complete unabridged list is available in the NPA publication "Product Assignment Directory and Official CMP Class B Product List." New editions, which are issued from time to time, are available from NPA field offices.

<u>ITEM</u>	<u>PRODUCT CLASSIFICATION</u>	
	<u>A</u>	<u>B</u>
Transformer		x
Meter		x
Relay		x
Regulator		x
Switches - air break		x
Switches - oil		x
Bus Duct		x
Structural steel - purchased as part of B Product (see example)		x
Structural steel - purchased from fabricator (see example)	x	
Tower steel - purchased from fabricator	x	
Insulators (containing metal parts)		x
Insulator Pins		x
Bus Clamps		x
Pole line hardware - including anchor rods, ground rods, ground rods clamps, guy accessories, wood pole hardware, crossarm hardware, conductor accessories, connectors, conductor clamps, etc.		x
Street lighting specialty items		x
Generators, all types		x
Prime movers, all types		x

Class A and Class B Products (cont.)

ITEM	PRODUCT CLASSIFICATION	
	A	B
Cranes		X
Hoists - hydro plant gate (if purchased with the turbine)		X
Hoists - hydro plant gate (if not purchased with the turbine)	X	
Hoists - general		X
Penstocks (if not purchased with the turbine)	X	
Gates (if not purchased with the turbine)	X	
Gate guides (if not purchased with the turbine)	X	
Trash racks (if not purchased with the turbine)	X	
Trash rack rake (if not purchased with the turbine)	X	
Draft tube (if not purchased with the turbine)	X	
Steel bands for wood stave pipe	X	
Rack supports	X	
Valves - special hydro plant		X
Boilers - including breeching and casing		X
Heaters - feed water, deaerating and non-deaerating		X
Heat exchangers		X
Condenser		X
Conveyor systems		X
Dust collectors		X
Cooling tower, Power plant	X	
Flues and ducts (if not purchased as part of a B Product item)	X	
Stacks	X	
Steel walkways	X	
Open steel flooring	X	
Piping, fabricated metal (fabricated from purchased pipe by bending, swaging, or welding, and not installed by fabricator)		X
Piping, fabricated metal (fabricated from purchased pipe by bending, swaging, or welding, and installed by fabricator)	X	
Pipe, concrete-steel reinforced		X
Pipe fittings		X
Conduit & flexible metal tubing		X
Tanks, steel-oil and water (not field erected)		X
Tanks, steel-oil and water (field erected)	X	
Substation fence (chain link type)		X

Class A and Class B Products (cont.)

Examples:

- (1) a. A coal conveyor system is a B Product when purchased as a complete unit. Structural steel for the conveyor system purchased from the manufacturer as a part of the coal conveyor system is considered a part of the B Product.
- (1) b. Structural steel purchased separately for a coal conveyor system from a fabricator is classified as an A Product.
- (2) a. A hydro turbine is a B Product. If a borrower purchases gates, gate guides, trash racks, penstock, trash rack rake or draft tube from the turbine manufacturer, these items are treated as a part of the B Product.
- (2) b. If the gates, gate guides, trash racks, penstock, trash rack rake or draft tubes for a hydro installation are purchased by a borrower from a fabricator rather than the turbine manufacturer, these items are A Products.
- (3) a. A power plant condenser is a B Product. Condenser tubes purchased from the condenser manufacturer as a part of the condenser are considered as part of the B Product.
- (3) b. If a borrower orders condenser tubes from a supplier rather than the condenser manufacturer, this item is a controlled material. Replacement tubes purchased from the condenser manufacturer are B Products.

QUESTIONS AND ANSWERS

Issued 2/1/52

Following are answers to questions about NPA Order M-50 and the REA pooling arrangement, frequently raised by borrowers:

1. Q. What authorization is required to use materials on hand?

A. Materials on hand can be used in authorized construction schedules. For example, conductor being replaced and returned to stock can be so used.
2. Q. May the CMP rating "DO-MRO" be used by borrowers to rate orders for maintenance and repair (MRO)?

A. No. That is for use by businesses which do not have a special program rating assigned to them. REA borrowers should use the CMP rating DO-H-4.
3. Q. What rating is an REA borrower authorized to place on orders for line construction tools for construction or MRO?

A. DO-H4. These items are classified as other than controlled materials.
4. Q. I have received defective controlled materials. Do I need a new allotment to secure replacement?

A. No. You do not need a new allotment provided you return the defective materials, even though replacement is in a later quarter.
5. Q. A borrower needs 1500 pounds of ACSR this quarter, but its allotment for this quarter was 1200 pounds of ACSR. May the additional 300 pounds be purchased from a supplier who does not request an allotment symbol?

A. No. A borrower may not purchase controlled materials in excess of its allotment. An additional allotment should be requested from REA.

Chapter I, Appendix A (Cont.)

6. Q. A borrower places a conductor order with a supplier for the full amount of its REA copper allotment. The supplier states that the allotment symbol is not required because he has sufficient materials in stock. May the borrower then use the allotment symbol elsewhere for additional amounts of copper-type conductor?
- A. No. Purchases of controlled material, whether the supplier accepts the allotment symbol or not, may not exceed the REA allotment of such material.
7. Q. I received an allotment of 1000 pounds of copper for first quarter 1952 from REA on Form ADM-125A (Minor) and plan to use 4000 pounds of copper from inventory. I understand that Form ADM-125A approves the minor construction schedule for installing this 5000 pounds of copper wire. May I extend CMP ratings for the necessary materials other than controlled materials to install the total 5000 pounds of copper wire?
- A. Yes. The Form ADM-125A authorizes the borrower to order other than controlled materials necessary for use in connection with the authorized construction schedules and to apply CMP ratings to such orders. However, D0-E4 ratings may not be applied to orders for:
- (a) Materials listed in Tables 1 and 2, attached.
 - (b) Any item costing more than \$10,000 (unless specific REA authorization given).
 - (c) Any material on lease.
- Also, CMP ratings may be used only to acquire materials and products in the minimum practicable amounts required and on a date or dates no earlier than required.
8. Q. Should I delay placing an order or approving a material contract until I am ready to extend a CMP authorization?
- A. No. Orders or material contracts should be placed well in advance of the date the materials are required in accordance with established practice. When your allotments are received from REA they should be extended to firm up the shipping dates and wire sizes, if not already specified, on these orders or contracts for the

Chapter I, Appendix A (Cont.)

quantities of materials allotted by REA. The importance of placing the allotment and the CMP ratings in the hands of your supplier immediately after receipt of REA allotment and authorization cannot be over-emphasized. Wire sizes must be furnished to your suppliers at the earliest possible date to permit scheduling of the production and procurement of basic materials such as proper size steel core wire. Follow-ups should be made to insure that the order and the rating have been accepted in writing by the supplier and the producer.

9. Q. Does a borrower need REA authorization to apply CMP ratings?
 - A. Yes. The REA allotment of controlled materials is an authorization to apply CMP ratings to products other than controlled materials necessary for use in authorized construction schedules. Where no controlled materials are required by the borrower, as where the plant addition consists solely in the substitution of a transformer of greater capacity for one of a smaller size in an existing system, specific REA authorization would be required to apply CMP ratings to the purchase of such transformers.
10. Q. How do I make a request to REA for authorization to rate a single item costing more than \$10,000 for minor requirements?
 - A. A request for such authorization should be addressed to the REA Engineering or Power Division, as appropriate. Such requests should give a complete description of the equipment, number of units, name of supplier, purchase value and your order number if the order has been placed. In addition, the request should describe the location and facility where the equipment will be installed, such as "69/7.2 kv substation, one mile west of Bertha, Md." If the equipment is for replacement, explain why existing equipment is inadequate. Where the equipment is to be used as spare or standby facilities, such as spare transformers and oil circuit breakers, you should clearly indicate that such equipment is spare and justify its proposed use on the basis of previous experience, inadequate spare equipment or similar operating characteristics, and give any other information pertinent to this request.

Chapter I, Appendix A (Cont.)

11. Q. My order for a package-type substation totals \$27,000 although the maximum price for each component part is less than \$10,000. Should I request specific authorization from REA to apply a DO-H-4 rating to this order for minor requirements?

A. Yes.

12. Q. Are all sizes of substation transformers classified as Class B products?

A. Yes. Substation transformers of all sizes are classified as Class B products whether installed in a package-type substation (of which the supporting structure is a Class B product) or in a substation designed to a borrower's specifications (of which the supporting structure is a Class A product).

13. Q. In estimating requirements, what should be done about Class A products?

A. Borrowers should include their estimates of actual needs for planned construction and normal operation of controlled materials including the controlled materials contained in required Class A products. Where doubt exists as to whether a product is a Class B product or a Class A product, assume that a Class A product will be required and include the controlled material content in the estimate of requirements. If it develops that a Class B product will be used instead of the Class A product, the estimate of requirements should subsequently be reduced accordingly.

14. Q. What is the classification of parts of Class B products when purchased separately?

A. The general rule is that products containing controlled materials furnished by Class B product manufacturers incidental to a specific Class B product should be considered a part of the Class B product. (See examples in Table 4.)

15. Q. For what quarter should requirements for controlled materials in Class A products be submitted?

A. The requirement should be presented for the quarter in which the fabricator must have delivery of the material from the producer in order to meet the required delivery date to the borrower of the Class A product. The borrower should include in its requirements only the weight of the controlled material needed by the producer and not the total weight of the Class A product.

NPA FIELD OFFICES

Issued 2/1/52

Following is a list of Department of Commerce field offices, as of November 1, 1951. These offices can supply NPA materials and information and have on their staffs specialists who are available to provide general service and assistance in connection with NPA orders.

ALABAMA	246 Federal Bldg., Eighteenth St. and Fifth Ave., North, Birmingham 3
	308 Federal Bldg., 109-13 St. Joseph St., Mobile 10
ARIZONA	808 North First St., Phoenix
ARKANSAS	204 Guardian Life Bldg., 309 Center St., Little Rock
CALIFORNIA	502 Rives Strong Bldg., 112 West Ninth St., Los Angeles 15
	2nd Floor, Chamber of Commerce Bldg., 435 West Broadway, San Diego
	1330 Jay St., Sacramento
	315 Flood Bldg., 870 Market St., San Francisco 2
COLORADO	142 New Customhouse, 19 and Stout Sts., Denver 2
CONNECTICUT	304 Post Office Building, 120 Middle St., Bridgeport 9
	224 Post Office Building, 135 High St., Hartford 1
	134 Meadow St., Kilfeather Bldg., New Haven
DELAWARE	411 Pennsylvania Bldg., Front & French Sts., Wilmington
FLORIDA	425 Federal Bldg., 311 W. Monroe St., Jacksonville 1
	947 Seybold Bldg., 36 Northeast First St., Miami 32
	308 Wallace S. Bldg., Annex, 608 Tampa St., Tampa
GEORGIA	418 Atlanta National Bldg., 50 Whitehall St., SW, Atlanta 3
	210 Maxwell House, 1002 Greene St., Augusta
	218 U. S. Courthouse and Post Office Bldg., 125-29 Bull St., Savannah

Chapter I, Appendix B (cont.)

IDAHO	323 Continental State Bank Bldg., Boise
ILLINOIS	1763 La Salle-Wacker Bldg., 221 North La Salle St., Chicago 1
	102 Decatur Club Bldg., Decatur
	324 Commercial National Bank Bldg., 301 S Adams St., Peoria
	502 Cutler Bldg., 301 South Main St., Rockford
INDIANA	Claremont Bldg., 127 Locust St., Evansville
	Suite 410, 224 N. Meridian St., Indianapolis 4
	507 Strauss Bldg., 809 S. Calhoun St., Fort Wayne 2
IOWA	310 Kahl Bldg., Third at Ripley St., Davenport
	220 Savings and Loan Bldg., 206 Sixth Ave., Des Moines
KANSAS	212 E. Waterman St., Wichita 2
KENTUCKY	631 Federal Bldg., Louisville 2
	313 $\frac{1}{2}$ Kentucky Ave., Paducah
LOUISIANA	1111 Masonic Temple Bldg., 333 St. Charles Ave., New Orleans 12
	Belmont Bldg., 404 $\frac{1}{2}$ Marshall St., Shreveport
MAINE	410 Chapman Bldg, 477 Congress St., Portland
MARYLAND	312 Court Square Bldg., 200 E. Lexington St., Baltimore 2
MASSACHUSETTS	40 Broad St., Boston 9
	Room 913, 95 State St., Springfield
	201 Dean Bldg., 107 Front St., Worcester
MICHIGAN	1038 Federal Bldg., 230 W. Fort St., Detroit 26
	Davenport Institute, 4 Fulton St., E., Grand Rapids
MINNESOTA	325 U. S. Post Office, Duluth
	207 Minnesota Federal Savings and Loan Building, 607 Marquette Ave.. Minneapolis 2

Chapter I, Appendix B (cont.)

MISSISSIPPI	205 Fidelity Bldg., 426 Yazoo St., Jackson
MISSOURI	700 Pickwick Bldg., 903 McGee St., Kansas City 6
	910 New Federal Bldg., 1114 Market St., St. Louis
MONTANA	306 Federal Bldg., Butte
NEBRASKA	235 Sunderland Bldg., 403 S. 15th St., Omaha 2
NEVADA	1479 Wells Avenue, Reno
NEW HAMPSHIRE	304 Merchants Bank Bldg., 839 Elm St., Manchester
NEW JERSEY	8 Halsey Street, Newark 2
	306 Old Post Office Bldg., E. State and Montgomery Sts., Trenton
NEW MEXICO	Hanosh Bldg., 203 W. Gold Ave., Albuquerque
NEW YORK	61 Columbia St., Albany
	504 Federal Bldg., 117 Ellicott St., Buffalo 3
	2 W. Forty-third St., New York 18
	819 Commerce Bldg., 119 E. Main St., Rochester
	918 Chimes Bldg., W. Onondaga & S. Salina Sts., Syracuse
	115 S. Genessee, Utica
NORTH CAROLINA	203 Lloyd Bldg., 317 S. Tryon St., Charlotte
	3-F State Capitol Life Ins. Bldg., 2620 Hillsboro St., Raleigh
NORTH DAKOTA	207 Walker Bldg., 621 First Ave., N., Fargo
OHIO	1404 Federal Reserve Bank Bldg., 105 W. 4th St., Cincinnati 2
	410 Union Commerce Bldg., 925 Euclid Ave., Cleveland 14
	312 Trautman Bldg., 209 S. High St., Columbus
	1600 U.B.Bldg., 4th & Main Sts., Dayton
	Chamber of Commerce Bldg., 218 Huron St., Toledo

Chapter I, Appendix B (cont.)

OKLAHOMA 408 Insurance Bldg., 114 N. Broadway, Oklahoma City 2
304 Wright Bldg., 115 W. Third St., Tulsa 3

OREGON 217 Old U. S. Courthouse, 520 SW Morrison St., Portland 4

PENNSYLVANIA 200 Erie Commerce Bldg., Twelfth & State Streets, Erie
Columbus Hotel Bldg., 229 Walnut St., Harrisburg
Jefferson Bldg., 1015 Chestnut St., Philadelphia 7
1021 Clark Bldg., 717 Liberty Ave., Pittsburgh 22
4th Floor Select Bldg., 116 N. Washington St., Scranton
202 Pool Bldg., 303 Market St., Wilkes-Barre (Kingston)
327 Post Office Annex, Providence 3

RHODE ISLAND

SOUTH CAROLINA 1833 Curve St., Aiken
County Office Bldg., Barnwell
Area 2 Sergeant Jasper Bldg., W. End Broad St., Charleston 4
116 Palmetto State Life Bldg., 1310 Lady St., Columbia 1

SOUTH DAKOTA 226 Gas Co. Bldg., 114 S. Main Ave., Sioux Falls

TENNESSEE 719 James Bldg., 8th & Broad Sts., Chattanooga 2
247 Daylight Bldg., 501 Union Ave., Knoxville
229 Federal Bldg., Memphis 3
410 Nashville Trust Bldg., 315 Union St., Nashville 3

TEXAS Room 1114, 1114 Commerce St., Dallas 2
Chamber of Commerce Bldg., 310 San Francisco St., El Paso
501 Republic Bldg., 1018 Preston Ave., Houston 2
Cotton Exchange Bldg., 1005 $\frac{1}{2}$ Thirteenth St., Lubbock
518 Bedell Bldg., 118 Broadway, San Antonio

UTAH 528 Dooly Bldg., 109 W. 2nd South St., Salt Lake City 1

VERMONT 2nd Floor, Willard Block Bldg., 79 Main St., Montpelier

VIRGINIA 301 Duke York Bldg., 610 Duke St., Norfolk
400 E. Main St., Richmond
311 Liberty Trust Bldg., 101 Jefferson St., Roanoke

WASHINGTON 123 U. S. Court House, 5th Ave. & Madison St., Seattle 4
305 Columbia Bldg., 107 Howard St., Spokane

WEST VIRGINIA 3 Capital St., Chamber of Commerce Bldg., Charleston

WISCONSIN 214 N. Superior St., Appleton
401 S. Barstow St., Eau Claire
225 Mitchell Bldg., 207 E. Michigan St., Milwaukee 2

WYOMING 410 Federal Office Bldg., 21st & Carey Ave., Cheyenne